

## Career Research Report Project

### Timeline:

- Day 1: Introduction to the project, Choices, and Self-Assessments  
← How to Take Notes, Note Cards, Bibliography Page, Research Required (Nature of Work, Training and Education, Salaries and Benefits, and Employment Outlook), Interview Sheet
- Day 2: Library/Internet Research
- Day 3: Library/Internet Research
- Day 4: Notes and Bibliography Due, Working Outline
- Day 5: Working Outline Due, Interview Sheet Due, Thank you note due for interview
- Day 6: Computers to Work on Rough Draft
- Day 8: Computers to Work on Rough Draft
- Day 9: Two copies of Rough Draft Due, Paired Reading
- Day 10: Two copies of Final Paper **Due (If absent, turn in before – NO EXCUSES)**, What goes into a speech, Work on Speech Outline
- Day 15: Work on Presentation (See handout for specifics/criteria for presentation)
- Day 16: Speeches Begin

### Expectations:

- ✓ All submissions are typed
- ✓ 8 ½ x 11 paper
- ✓ 5-page (no less), double-spaced, 12 point Times New Roman, MLA Style Report (with proper citations and works cited page)

### Outcomes:

- ✓ Bibliography cards
- ✓ Works Cited Page
- ✓ Working Outline
- ✓ Rough Draft
- ✓ Peer Review
- ✓ Final Paper
- ✓ Speech Presentation

### Samples and Guides:

- ✓ Search the Internet for MLA styles and guides
- ✓ Your Notes page should have a proper citation at the top of the page and all notes following with pages numbers

### **Working Outline:**

- I. Introduction
  - a. Background of why you are interested in this career – be specific
  - b. Plan of Development – include the four body headings in some way (rephrased) and how it will help you in making an educated career decision about what you want to do in the future. (How these factors will help make up your mind.)
  - c. Thesis Statement – What you are trying to prove. The career of ... can be the most rewarding occupation for me because.....
  
- II. **Nature of Work:** What would you do in this occupation, what is the nature of the work, skill set you would need, duties to do on a daily basis? Is there a career ladder that you would need to climb to obtain this position?
  - a. Topic Sentence
  - b. Persuade customers to be interested, give background information, give facts and support them
  - c. How does this affect you, what you need to do get this career, can you do this or not.
  
- III. **Training/Education:** What formal and informal education and classes do you need to take to be successful on the job?
  - a. Topic Sentence
  - b. Give background information, give facts and support them
  - c. How does this affect you, what you need to do get this career, can you do this or not
  
- IV. **Salaries and Benefits:** What is the starting salary range in Arizona, Nationally, and Internationally for this occupation? What is the salary range you would expect after years of experience in Arizona, Nationally, and Internationally? What kind of benefits can you expect? (insurance, retirement, education reimbursement, etc.)
  - a. Topic Sentence
  - b. Persuade customers to be interested, give background information, give facts and support them
  
- V. **How does this affect you,** what you need to do get this career, can you do this or not  
**Employment Outlook:** What does the future of this occupation look like in Arizona, Nationally, Internationally in five year? ...10-years? Etc. How will technology change this occupation?
  - a. Topic Sentence
  - b. Persuade customers to be interested, give background information, give facts and support them
  - c. How does this affect you, what you need to do get this career, can you do this or not

**VI. Conclusion**

- a. Restate thesis statement in a new way
- b. Summarize main points in all categories
- c. Why do you want to and not want to do this occupation after research.  
How your proved or disproved your thesis statement from your interests and abilities.

**VII. Work Cited Page (must have 10 references)**

- a. Proper MLA Style
- b. Include Interview as a citation If Provided

More on next page

**Interview Sheet**

Name of Student: \_\_\_\_\_ Date and Time of Interview: \_\_\_\_\_

Name of Person being Interviewed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- What company do you work for:
- What is your title:
- How many hours per week do you work:
- What skill sets do you use most to perform this job successfully (i.e., communication, time management, etc.):
- What is your main responsibilities/duties:
- What training/education is needed to perform this job:
- Were there certain classes that you had to take for this job or that you could recommend that I take:
- Was there a certain GPA requirement for the job:
- What is the nature of your business:
- What is the starting position I should be in to progress to your level:
- What is the starting salary range:
- What is your salary range:
- What benefits do you receive from the job:
- How did you get to this position (what other jobs did you have before this one):
- What is the employment forecast for this position:
- Where do you see this occupation going in five years:
- What do you like most about your job:
- What is the most challenging aspect of your job:

## Career Research Project (Peer Grading)

Name: \_\_\_\_\_ Period: \_\_\_\_\_

Person Grading: \_\_\_\_\_

Cover Page	10	9	8	7	6	5	4	3	2	1	_____
Neatness	10	9	8	7	6	5	4	3	2	1	_____
Creativity	10	9	8	7	6	5	4	3	2	1	_____
Proper English	10	9	8	7	6	5	4	3	2	1	_____
Proper Citation	10	9	8	7	6	5	4	3	2	1	_____
Clear and Concise	10	9	8	7	6	5	4	3	2	1	_____
All elements included	10	9	8	7	6	5	4	3	2	1	_____
Introduction ¶	10	9	8	7	6	5	4	3	2	1	_____
Thesis Statement	10	9	8	7	6	5	4	3	2	1	_____
Nature of Work	10	9	8	7	6	5	4	3	2	1	_____
Training/Education	10	9	8	7	6	5	4	3	2	1	_____
Salaries/Benefits	10	9	8	7	6	5	4	3	2	1	_____
Employment Outlook	10	9	8	7	6	5	4	3	2	1	_____
Conclusion ¶	10	9	8	7	6	5	4	3	2	1	_____
Work Cited Page	10	9	8	7	6	5	4	3	2	1	_____
Overall Business-like Impression	10	9	8	7	6	5	4	3	2	1	_____
Total 160											_____

The author of paper is to:

- ✓ Circle the Thesis Statement and write Thesis Statement to the side
- ✓ Circle the rewritten Thesis Statement and write Rewritten Thesis Statement to the side
- ✓ Circle each Topic Sentence and write Topic Sentence to the side
- ✓ Have the cover page, rough draft of the paper, work cited page and supporting materials in one location at the beginning of class

Check for:

- ✓ Grammar usage
- ✓ Topic Sentences
- ✓ Thesis Statement is clear in Introduction
- ✓ Thesis Statement is reworded in Conclusion
- ✓ If your English teacher were to see this paper, ask yourself, what would the English teacher be proud of you?

Comments:

## Career Research Project Grading Final Paper

Name: \_\_\_\_\_ Period: \_\_\_\_\_

Cover/Title Page	10	9	8	7	6	5	4	3	2	1	_____
Unbound Formatting	10	9	8	7	6	5	4	3	2	1	_____
Proper English (spelling, grammar)	10	9	8	7	6	5	4	3	2	1	_____
Proper Text Citation	10	9	8	7	6	5	4	3	2	1	_____
Topic Sentence which includes Thesis Statement	10	9	8	7	6	5	4	3	2	1	_____
Use of Interview in Paper	10	9	8	7	6	5	4	3	2	1	_____
All elements included	10	9	8	7	6	5	4	3	2	1	_____
Topic Sentences	10	9	8	7	6	5	4	3	2	1	_____
Thesis Statement	10	9	8	7	6	5	4	3	2	1	_____
Nature of Work	10	9	8	7	6	5	4	3	2	1	_____
Training/Education	10	9	8	7	6	5	4	3	2	1	_____
Salaries/Benefits	10	9	8	7	6	5	4	3	2	1	_____
Employment Outlook	10	9	8	7	6	5	4	3	2	1	_____
Conclusion ¢	10	9	8	7	6	5	4	3	2	1	_____
Work Cited Page	10	9	8	7	6	5	4	3	2	1	_____
Supporting Materials Complete	10	9	8	7	6	5	4	3	2	1	_____
	Total 160										_____

Comments: